

RECERTIFICATION PROTOCOLS AND PROCEDURES

After three years as a *CERTIFIED PRETRIAL SERVICES PROFESSIONAL Level One*, CPSPs must apply for Re-Certification by completing a RE-CERTIFICATION Application Forms obtainable at www.napsa.org. Qualifying at this stage requires documentation that the CPSP has obtained the requisite 25 Continuing Education Hours along with recertification fee. Re-Certification applicants who do **not** meet the Certification Commission's requirements will be granted a six-month "grace period." If they fail to meet Re-Certification requirements after this period has expired, their CPSP status becomes invalid.

Types of Valid Recertification Hours:

It will not be necessary for you to take another Level One exam. Recertification entails obtaining 25 training hours over the course of the next three years.

This can be done in a number of ways:

1. Attending one NAPSA Conference and Training Institute provides you with the required 25 hours.
2. Any college course or employer-provided training pertaining to pretrial services, legal history, and work-related responsibilities can be counted.
3. If you are involved in preparation of training sessions for your staff, preparation time can also be counted toward recertification so long as the preparation entails your involvement in researching, organizing and presenting such criminal justice information as mentioned above.
4. Attendance at other conferences or seminars, such as drug-court, or mental health, conferences may also be counted toward the 25 training hours.
5. If you belong to a state or regional association that provides conferences or training, workshops attended will count toward recertification as will up to 5 hours of service time if you served as a board member of such an association.
6. If you attend a session that appears not to fit into one of the above, please send e-mail with subject entitled "*RECERTIFICATION*" to pkiers@nycja.org and request clarification.

See Certification Overview for further information. www.napsa.org/certification.htm

Check applicable boxes		
Recertification:	NAPSA MEMBER	NON-MEMBER
<input type="checkbox"/> Level One	<input type="checkbox"/> \$35	<input type="checkbox"/> \$75
Make checks payable to: NAPSA (Re-Certification) PO Box 67200 Rochester, NY 14617		